## Career Ladder Program Arizona Career Ladder Advisory Committee

## **Reapplication Review Checklist**

Fiscal Year: 2013-2014

District	<b>Evaluator</b>	
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As you evaluate the district's application for funding, you should have

- · a copy of the instructions provided to each district
- Provisions of the Arizona Career Ladder Law §15-918 statute and the SBoE Program Requirements (12 page document)

The citations in the far right column will support you in determining if criteria are met. Remember that each district may meet criteria, yet implementation may look different from other districts. If you are uncertain if criteria has been met after reading the citation, then document your questions/concerns in the space provided. You may write on and/or highlight portions of the application. The Reapplication Review Checklist will be used to support dialogue in the small group review prior to making recommendations to the whole group for approval or hold for further dialogue. After recommendations are made, your checklist will be turned in as documentation of your thorough review.

## Initial or write NA in each box

Section	Item	ARS § 15-918 and State Board Requirements
1	Cover Sheet	B (p. 1)
	☐ Required signatures, dates, and boxes checked	
	Statement of Action – Fiscal Year 2012	
	Required signatures and information	15-918.04 (p. 10)
2	Statement of Assurance	B (p. 1)
	☐ Required signatures and information	
3	Individual Component Program Participation (rates as of November 1, 2012)	15-918.03.4 (p. 9)
	Accurately computed	
	50% or greater, if effective phase	
	Participation information provided (D) if less than 50%	
Questions	/Comments	

4	Executive Summary  No more than four pages with categories labeled  A. Introduction and statement of the district's Career Ladder mission	ARS § 15-918.02
	A. Introduction and statement of the district's Career Ladder mission	N/A
		14/73
	☐ B. Structure of the Career Ladder program	E.1.a-c (p. 1-2) A.1 & SB 1-5 (p. 3)
	☐ C. Provisions for placement and advancement	A.3.a-c (p. 3); A.4.a-d (p. 5)
	☐ D. Evaluation of teacher performance (instructional skills with students)	A.2-A.3.a (pgs. 3-4)
	☐ E. Evaluation of teacher's pupil progress	A.3.b & SB 1-2 (p. 4)
	☐ F. Higher Level Instructional Responsibilities	A.3.c (p. 4)
	☐ G. Program administration (including steering committee, staff, etc.)	A.6.a-d (pgs. 5-6)
	☐ H. Periodic program evaluation, review, and refinement	A.7 (p. 6)
-	☐ I. Professional development/leadership opportunities for teachers	E.1.b (p. 2); A.4.d (p. 5); A.8 (p. 6)
	☐ J. Communication model	A.6.b (p. 6)
	☐ K. Compensation system	E.1.d (pgs. 1-2) A.5 & SB 1-3 (p. 5)
	L. Structure of additional incentive component (if applicable)	15-918.02.B- C (pgs. 6-8); SB (p. 7)
	☐ M. Impact of Career Ladder program on student progress	15-918.03.5.c (p. 10)
Questions/	Comments	

Section			Item	ARS § 15-918 and State Board Requirements
5	Maintenan	ce c	of Program Requirements	
	Pursuant to ARS §15-918.02, every district is required to submit a current program handbook with page numbers cited in Section 5 for the following 13 areas:			
		A.	Career Ladder Mission	
		В.	Structure of Career Ladder program (excluding additional incentive component)	E.1.a-c (pgs. 1-2) A.1 & SB 1-5 (p. 3)
		C.	Provisions for placement and advancement for each level/step	A.3, A.4 (pgs. 3-5)
		D.	Evaluation of teacher performance for each level	A.2-A.3.a (pgs. 3-4) & 15-537
		Ε.	Evaluation of teacher's pupil progress for each level	A.3.b & SB 1-2 (p. 4)
		F.	Evaluation of higher level instructional responsibilities	A.3.c (p. 4)
		G.	Program administration/steering committee	A.6.a-d (pgs. 5-6)
		Н.	Periodic program evaluation, review, and refinement	A.7 (p. 6)
		l.	Professional development/leadership opportunities for currently placed and applying	E.1.b (p.2); A.4.d, A.8 (p. 5); B (p. 6)
		J.	Communication model	A.6.b (p. 6)
		K.	Compensation system	A.5 (p. 5); E.1.d (p. 2)
		L.	Structure of additional incentive component (if applicable)	B.1-2; C (pgs. 6-8) & SB (p.7)
		M.	Appeals process	A.4.c (p. 5)
Questions	s/Comments			
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Section	Item	ARS § 15-918 and State Board Requirements
6	Program Evaluation, Review, and Refinement (as of November 1, 2011)  Each section should be labeled and include a description.	15-918.02.A.7 (p. 6) 15-918.03.5.c (p. 10)
	Context information provided for each survey cited.	15-918.03 SB (a. bottom box)
	☐ A. Projected program refinements/revisions from fiscal year 2012-2013	
	<ul> <li>□ B. Brief summary of progress to date on the projected program refinements/revisions (A) from fiscal year 2012-2013</li> </ul>	
	C. Brief summary of program evaluation activities and corresponding data since November 2011	
	□ D. Summary description of projected program refinement/revisions based on item C to be made/implemented during 2012-2013	
Questions	s/Comments	
Section	Item	ARS § 15-918 and State Board Requirements
Section 7	Analysis of Pupil Progress	
		State Board Requirements 15-918.03.5.b & c
	Analysis of Pupil Progress  A. Description of how the district's Career Ladder program supports the implementation of state and federal mandates using indicators of pupil	State Board Requirements 15-918.03.5.b & c
	<ul> <li>Analysis of Pupil Progress</li> <li>□ A. Description of how the district's Career Ladder program supports the implementation of state and federal mandates using indicators of pupil progress.</li> <li>□ B. Analysis includes longitudinal district-level AIMS data and an analysis</li> </ul>	State Board Requirements 15-918.03.5.b & c
	Analysis of Pupil Progress  ☐ A. Description of how the district's Career Ladder program supports the implementation of state and federal mandates using indicators of pupil progress.  ☐ B. Analysis includes longitudinal district-level AIMS data and an analysis (disaggregation) of factors impacting the subgroups.  ☐ C. Optional: Additional data from district assessments (other than AIMS)	State Board Requirements 15-918.03.5.b & c
7	Analysis of Pupil Progress  A. Description of how the district's Career Ladder program supports the implementation of state and federal mandates using indicators of pupil progress.  B. Analysis includes longitudinal district-level AIMS data and an analysis (disaggregation) of factors impacting the subgroups.  C. Optional: Additional data from district assessments (other than AIMS) that may further explain factors that influence pupil progress.  Narrative should substantiate, to the extent possible, growth or decline in pupil progress and factors that influenced results. Analysis should elaborate on causes and trends beyond just listing the disaggregated data in graph form. It should also include the contributing factors in Career	State Board Requirements 15-918.03.5.b & c
7	Analysis of Pupil Progress  A. Description of how the district's Career Ladder program supports the implementation of state and federal mandates using indicators of pupil progress.  B. Analysis includes longitudinal district-level AIMS data and an analysis (disaggregation) of factors impacting the subgroups.  C. Optional: Additional data from district assessments (other than AIMS) that may further explain factors that influence pupil progress.  Narrative should substantiate, to the extent possible, growth or decline in pupil progress and factors that influenced results. Analysis should elaborate on causes and trends beyond just listing the disaggregated data in graph form. It should also include the contributing factors in Career Ladder criteria that impact overall district pupil progress.	State Board Requirements 15-918.03.5.b & c
7	Analysis of Pupil Progress  A. Description of how the district's Career Ladder program supports the implementation of state and federal mandates using indicators of pupil progress.  B. Analysis includes longitudinal district-level AIMS data and an analysis (disaggregation) of factors impacting the subgroups.  C. Optional: Additional data from district assessments (other than AIMS) that may further explain factors that influence pupil progress.  Narrative should substantiate, to the extent possible, growth or decline in pupil progress and factors that influenced results. Analysis should elaborate on causes and trends beyond just listing the disaggregated data in graph form. It should also include the contributing factors in Career Ladder criteria that impact overall district pupil progress.	State Board Requirements 15-918.03.5.b & c
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Section	ltem	ARS § 15-918 and State Board Requirements
8	Budget	
	Review for appropriate distribution. The majority of the budget should be allocated to teacher addenda, and allocated logically with respect to the district's operational plan. Note the alignment of data in the Line Item, Part I, and Summary, Part II. The district may include additional lines in Part I if needed, and explanations beyond space provided in Column E may be attached for clarity.	15-918.04 & SB (pgs. 10-12)
	Part I: Line Item Budget	
	☐ A. Item Descriptions	
	☐ B. 2011-2012 Budgeted Expenditures	
	☐ C. 2011-2012 Actual Expenditures	
	☐ D. 2012-2013 Projected Operating Budget	
	☐ E. Notations to explain the line item amounts	
	Part II: Budget Summary	
	A. Teacher Addenda (dollar amount and percent)	SB 1, min. 51% (p. 7)
	☐ B. Staff Development (dollar amount and percent)	15-918.02.A.3.c (p. 4)
	☐ C. Administration of Program (dollar amounts and percents)	15-918.02.E.1.b (p. 2)
	<ul> <li>□ D. Other Administrator Salaries (dollar amount and percent) – must be \$0 and 0%</li> </ul>	
	☐ E. Additional Incentive Component (dollar amount and percent)	SB 1, max. 49% (p. 7)
	Part III: Additional Information	
	☐ A. Carryover from 2011-2012	15-918.04.C (p. 11)
	Explanation included if more than 5%	
	☐ Anticipated carryover from 2012-2013	
	☐ B. Major Changes Anticipated (explanation included if yes)	
	☐ JTED if appropriate (from Line Item 3)	
	Sudden Growth if appropriate (from Line Item 4)	
Questions	/Comments	

Section	Item	ARS § 15-918 and State Board Requirements
9	Additional Incentive (if applicable)	ARS § 15-918.02
	<ul> <li>A. A 2-3 page detailed description of additional incentive program components including</li> </ul>	SB #5 (p. 7)
	<ul> <li>integration with the main Career Ladder program and support of both district and Career Ladder goals</li> </ul>	SB #5 (p. 7)
	a yearly November 1 performance assessment plan	SB #5 (p. 7) & C (p. 8)
	an implementation timeline	SB #5 (p. 7)
	incentive goals focused on reaching maximum school potential and enhanced pupil progress	SB #5 (p. 7)
	B. A two-page-maximum description of parental quality rating conducted by the district and including questions relating to pupil progress	SB #6 (p. 7)
	C. A separate budget and expenditure report including the 2011-2012 operating budget and including the dollar amounts and percentages for	SB #7 (p. 7)
	1. Career Ladder monies allocated to the additional incentive component (not to exceed 49%)*	SB #1 (p. 7)
	<ul> <li>2. the additional incentive budget allocated for the purpose of planning and development (not to exceed 5%)</li> </ul>	SB #4 (p. 7) & C (p. 8)
	<ul> <li>3. the additional incentive budget allocated for the purposes of staff development (not to exceed 10%)</li> </ul>	SB #4 (p. 7)
	<ul> <li>D. A one-page-maximum summary outlining provisions for spending these funds if schools in the district do not achieve the incentive for this application year.</li> </ul>	
	☐ E. Additional Incentive line-item budget, reflecting the appropriate dollar amounts, budget percentages, and justifications (when necessary).	
	* If this amount exceeds 20% of the district's Career Ladder funding, provide justification, including documentation detailing teacher, administrator, district steering committee and governing board member involvement in the development of the program and a vote of all district teachers, with a majority indicating support for the additional incentive program.	SB #8 (p. 7)
Question	s/Comments	

Section	Item	ARS § 15-918 and State Board Requirements
10	Waiver (if applicable)	15-918.02.B
	The waiver may be granted to districts that are planning major revisions to one or more components of their Career Ladder program. The previous Career Ladder plan must be maintained. The intent of the waiver process is to give districts time to make major revisions to one or more components of a Career Ladder program per year while maintaining the previous Career Ladder plan. It is strongly suggested that a district <u>not</u> make major revisions to the entire plan in one year.	15-918.03 (p. 10)
	The district must provide the following documentation:	
	1. A complete reapplication packet	
	2. A statement clearly outlining	
	a. A description of the components that will be revised under the waiver.	
	☐ b. How the proposed waiver will improve the program.	15-918.03.5.a (p. 10)
	☐ c. How the program improvements will enhance pupil progress.	5.a (p. 10)
	3. Additional documentation of the following:	
	a. How the district has integrated its Career Ladder program with other reforms or programs that are designed to improve pupil progress	5.b (p. 10)
	<ul> <li>b. How the district is actively evaluating and reviewing its Career Ladder program and making adjustments as necessary, including an analysis of the impact of the present program on pupil progress</li> </ul>	5.c (p. 10)
	c. Evidence that the Career Ladder program is strongly supported by teachers, administrators, and the governing board	5.d (p. 10)
	4. If a district is applying for continuation of a previously granted waiver, the status of progress must be reported in a short narrative (3-4 pages) outlining this progress.	
Questio	ns/Comments	

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	General comments, positive feedback, and cautions to district	
	Recommend for Approval	
	Hold for Clarification	
	Not Recommended for Approval	
	Reviewed by	Date
c		
30	Concerns or notations for evaluation of application in subsequent years.	
	Concerns of notations for evaluation of application in subsequent years.	